

## **WATER FINANCIAL SPECIALIST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Water Financial Specialist exists is to serve as a resource in providing staff with research, technical assistance, and analysis in support of the department financial plan. This classification may or may not supervise. Work is performed under the general supervision of a Water Resources Analyst.

### **ESSENTIAL FUNCTIONS**

Assists with contract preparation, development and administration relating to water operations and consumption; i.e., pipeline capacity agreement, water service agreements, development agreements, etc.

Monitors and administers the Water Supply Agreements and Water Purchase Agreements.

Maintains the Standard Industrial Categories (SIC) database which tracks water consumption. Performs research and provides technical assistance utilizing the database; develops and maintains innovative information systems to expedite flow of information and data between City departments.

Performs rate and utility account analysis in support of financial plan objectives.

Contributes to the development of City policy in regards to water resources planning and water related issues, providing reports and conducting research and analysis.

Prepares comprehensive detailed written reports including consumption flows, analysis of water and sewer rates, and other demand projects.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

Office management procedures

Word processing

Financial Analysis

Computerized financial and information systems; databases

Ordinances, practices, procedures, and terminology of governmental operations

##### Ability to:

Operate a PC or terminal

Communicate effectively with others orally and in writing

Produce letters or reports

Prepare and administer contracts

Coordinate the completion of multiple assignments  
Prepare and present effective oral and written reports  
Establish and maintain effective working relationships with co-workers, supervisors, City Officials, and the general public.

**Education & Experience**

Any combination of training and experience that demonstrates the ability to perform the required responsibilities including a four-year degree in Accounting, Finance, Business or Public Administration, or a related field, including two years experience analyzing data, applying statistical methods, and conducting extensive research. Experience utilizing various software applications is required.

FLSA Status: Exempt

HR Ordinance Status: Unclassified